

Swaffham Town Council

Minutes of the **Full Town Council** meeting held on **Wednesday 9th May 2018** at **7pm** the Council Chamber, Town Hall Swaffham.

Present: Mayor Cllr C Houghton (in the Chair)

Councillors: Mr R Bartram, Mrs J Buckley-Stevens, Mrs B Bowler, Mr P Darby, Mrs A Thorp, Mrs S Lister, Mrs T Jennison, Mrs W Bensley, Mrs S Matthews, Mrs J Skinner, Mr L Scott, Mr S Allen

Town Clerk: Mr R Bishop
Minute Taker: Mrs C Smith

Norfolk County Council: Cllr E Colman (until 7.46pm)
Police: PC P Gilluley (until 7.35pm)
Public: 3
Press: 1

1 Apologies for Absence

1.1. Cllr I Sherwood

2 Declarations of Interest

Cllr Allen declared a pecuniary interest in Agenda item 7.7.

3 Mayor's Report

3.1 The retiring Mayor reported that she had attended a number of events and meetings since the last meeting; Dereham Civic Reception, Wisbech Civic Reception, Swaffham Players, Sacred Heart School Treasure Island play, all very enjoyable.

3.2 Urgent reports at Mayor's discretion:

Two items had been notified to Councillors the day before the meeting by e-mail, as they were both finance related, they would have to be ratified at the next meeting, if agreed: they are as follows: -

3.2.1 Request for Grant of up to £1,000 from the events budget, in conjunction with the Royal British Legion (in October) as a celebration of local "forgotten heroes".

Various suggestions were discussed including recognising local people, holding a Civic reception, remembrance festival. A more detailed proposal was required for consideration and it was agreed to defer any further discussion until the next Council meeting.

It was agreed to defer the discussion on a potential 'Forgotten Heroes' celebration until the next Council meeting.

3.2.2 Request for a Grant of up to £500 from the events budget.

The Town Clerk noted this was a special year in terms of Remembrance and in conjunction with the British Legion there was a request to mount a special poppy display in prominent locations in town.

A proposal was put forward for a grant of £500 from the Council.

It was unanimously agreed to approve as grant of £500 to support a late Autumn town poppy display event.

4 Reports from Police and Principal Authorities

Initials: _____

4.1. Police

PC Gilluley reported the April crime statistics and stated that there were no concerns regarding the number of crimes. PC Gilluley reported on issues relevant to the town as follows;

Traveller Encampment - the recent traveller encampment had been served notice that day and the police were continuing to engage.

Speeding – Station Street had been highlighted as a concern. The next SNAP meeting was planned for Tuesday 15th May.

4.2. County Councillor

Cllr E Colman reported on the following items:

Social Impact Bond - Norfolk County Council is to receive £1.25m to further develop its work to support children to safely live at home with their families. The funding has been secured via the council's first Social Impact Bond, after a successful bid to the Big Lottery's Life Chances Fund.

The aims were to help to prevent children having to come in care and to develop strengths in families so that children can return home.

Western Link - Norfolk County Council is launching a public consultation next week on whether there is a need to tackle transport issues to the west of Norwich. When it announced plans to build the Norwich Northern Distributor Road (A1270) north and east of the city, many people wanted the council to fill in what they saw as a 'missing link' between the Fakenham Road (A1067) and the A47. Now that the Northern Distributor Road (now called the Broadland Northway) is open, the council is beginning the process of considering whether transport improvements are needed to the west of the city. While building a new road between the end of the Broadland Northway (at Fakenham Road) and the A47 is one potential option, the consultation asks people to identify any options which they believe could tackle transport issues in the area. These include improving public transport and improving existing routes as well as an option to do nothing.

Fly tipping – charges were now in place for household DIY waste. Cllr Colman confirmed there had been no increase in local fly tipping as a consequence of the charges. Cllr Colman was happy for any further queries to be directed to him in this regard.

Railway lines and public bridleways – Cllr Colman suggested a business case was required to develop the Peddars Way and possible sub route. He confirmed he would share this when it was available.

Railings – opposite George Hotel these have been knocked. Cllr Colman was aware there had been previous discussions regarding possible CCTV to help with insurance claims etc. Cllr Colman agreed to look at this again. It was also noted this area would again be looked at by AQMA and transport group alongside Station Street. This was also a subject discussed at the Town Team.

4.3. Breckland District Councillors

Cllr Matthews provided an update on the following items.

Local Development Plan – this was still being inspected with a review of the Swaffham section on the 6th June.

Business Rates – up to the end of March 2019, an 80% discount would apply to new businesses or existing businesses if they expanded.

Cllr Darby highlighted the following;

Planning Training with Breckland – the Planning Enforcement Officer was due to talk to Cllrs alongside Planning training for the Council Planning Committee and interested councillors.

Car Park Initiative – the proposed charging initiative has delayed until July 2018. Changes to the required Traffic Orders were taking longer than expected. It was known there would be a ticket machine established as part of the charging initiative.

5 Minutes of the previous meetings

The minutes of the Full Town Council meeting 11th April 2018 were signed as a true and accurate record of the meeting.

6 Town Hall Report by the Town Clerk

The Town Clerk highlighted the following items for the Council to note.

Initials: _____

6.1. a) Highways Engineer meeting - notes from the meeting with Highway Engineer David Jacklin on 2nd May 2018 were circulate with the Agenda. The next meeting would be on 5th June.

b) Public Toilets Working Group –It was suggested the Public Toilet Working Group would and provide an update at the June Council meeting.

It was agreed the Public Toilet Working Group would hold a meeting and provide an update at the June Council meeting.

c) Ward Gethin Legal Issues – the Town Clerk reported that progress was being made on the following five outstanding legal issues picked up following the retirement of Sue Bloomfield, the Town Clerk was in contact with Chris Cosgrave at the Watton office;

- Buttercross – surrounding land transfer from Breckland Council is in draft and has been amended to take account of rights of unrestricted access. Unrestricted access is granted for the day to day emptying of bins or litter picking. Notification is required for emergency access to services, where an area has to be cordoned off. Written permission is required if use of the area is required for an event or similar activity. A four way conversation between the Town Clerk, Kirsty Mallet at Breckland, NP Law representing Breckland and Ward Gethin Archer resolved these issues.

- Buttercross first registration – would commence on completion of surrounding land transfer.

- Town Pound – transfer agreement and licence agreement were in draft. There was a minor query regarding costs that had been previously committed for £105 and £80 respectively, these were for administration and valuation fees which the Council would need to pay. Contact has been re-established with Mr. & Mrs. Simmons, and things were moving forward.

- The Shambles – it had been established that an application for adverse possession had been made, with the evidence forms provided by the Council. Chris Cosgrave is now establishing where this application with the Land Registry and when a decision would be made.

- Draft Agreements – both on a 50/50 basis for the Church Wall and the Trees at the Cemetery were currently being drafted and should be available for both the residents and the Council to approve in due course. There was no known time limit placed on this item.

d) Grant Applications - for HLF, Breckland Council match funding, Breckland Council MTI, Locality for the Neighbourhood Plan are all in progress, some are more advanced than others.

e) Meetings - in the past month, in addition to Committee meetings or Steering Group, there have been meetings with representatives of Swaffham Swimming Pool, Breckland Council, Watton Town Council Focus Group, five Breckland Clerks and Rob Walker at Breckland and also with Breckland Council re-the satellite office. There was also the Annual Town Assembly meeting and the annual visit from the Internal Auditor.

f) Training - the Town Clerk attended Norfolk AGM and Training Day, with some really good speakers dealing with topics such as Data Protection, Innovative Funding for your project – such as Crowd Funding, Problem issues workshop and Railways to Local Councils, and finally the ALCC – an interesting journey SLCC Chief Exec.

The Town Clerk and Deputy Clerk also attended a Finance Training Day by Steve Parkinson – dealing with year-end accounts – Audit 2018 – VAT & Services – transparency and publication – Internal Controls.

6.2. Councillors questions relating to ongoing business:

Cllr Scott raised a question regarding the land set aside for the swimming pool on whether it was currently being farmed. Cllr Bowler agreed to check on the status of the land.

7 Finance

7.1. Accounts for payment for May 2018

The interim list was circulated in the Agenda pack and an updated list was list was circulated to Councillors at the meeting - *Appendix 1*

A number of queries were answered regarding items listed on the Finance Report.

Initials: _____

It was agreed to accept the accounts for May 2018

- 7.2 To receive and consider the Internal Audit Report (Section 4 of Annual Return) signed off and prepared by Auditing Solutions following their visit to the Town Hall on 1st May 2018 (full detailed report to follow, expected Monday 7th or Tuesday 8th May).

The Town Clerk confirmed the Internal Auditor had signed off Section 4 of the Annual Return with a clean bill of health. The detailed report was circulated at the meeting.

There were four recommendations following the internal audit, three were carried forward from the last report, all were in progress with one new one relating to the Investment Policy listed separately on this agenda at item 7.8 to be brought to the Finance meeting in July;

R.1 as previously recommended, the Council should consider the frequency with which inspections of playgrounds are to be undertaken during the course of the year and a formal timetable for inspections should be put in place and monitored. Guidance on this may be available from the Council's insurers or through NALC.

R.2 as previously recommended, the inspection reports should be revised to include evidence of manager review and an action plan setting out the timescale for addressing any matters identified (which could also incorporate any matters which may, on occasion, be raised by a member of the public.)

R.3 In accordance with the recommendation from our 2016-16 internal audit report, in order to safeguard the Council's position, a formal written agreement should be put in place which clearly sets out the responsibilities of both parties (reference to Age Concern salaries).

R.4 In accordance with the requirements of the latest statutory guidance on local government investments, the Council should develop and formally adopt and investment strategy.

It was unanimously agreed to accept the Internal Audit Report.

- 7.3 Detailed Income and Expenditure Cost Centre report for the year 2017-18.

The report circulated with the Agenda as the final version after all the code to code transfers had taken place, and the version presented to Internal Audit and to be presented to External Audit.

It was unanimously agreed to accept the Income & Expenditure Cost Centre Report for the year 2017-18.

- 7.4 Summary of Income and Expenditure, list of assets in Asset Register, bank and cash reconciliation, C/fwd. Balances and supporting reserves reconciliation at year end 31st March 2018.

The Summary of Income and Expenses with the Balance Sheet circulated with the Agenda were the Council's final accounts. The list of assets had been amended to reflect the situation at 31st March 2018. The bank and cash reconciliation had been checked and it balances. The carry forward balances had been verified and were ready to be carried forward into the new financial year. The supporting reserves report shows a summary of balances.

The Town Clerk gave an explanation on the different reserves held by the Council.

- 7.5 To receive and consider Annual Governance Statement (Section 1 of the Annual Return) 2017-18 questions 1-9.

As in previous years the Town Clerk asked the Council to review and agree on all nine questions:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Councillors unanimously agreed with the statement

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Initials: _____

Councillors unanimously agreed with the statement

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential no-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Councillors unanimously agreed with the statement

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Councillors unanimously agreed with the statement

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Councillors unanimously agreed with the statement

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Councillors unanimously agreed with the statement

7. We took appropriate action on all matters raised in reports from internal and external audit.

Councillors unanimously agreed with the statement

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Councillors unanimously agreed with the statement

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

This was not applicable

- 7.6 To receive and consider Accounting Statements (Section 2 of the Annual Return) 2017-18.
Section 2 of the Annual Return is where the Council sign off on the annual accounts for 2017-18.

It was unanimously agreed to accept the Income & Expenditure Cost Centre Report for the year 2017-18.

- 7.7 To receive and consider a request for a grant of £950 from the Town Events Fund from Mr. Lee Lawrence in respect of Plowright Place.
Plowright Place received a grant of £750 in 2017 and were now requesting £950 for 2018. A programme of planned events was circulated with the Agenda. After discussion it was proposed by Cllr Lister and seconded by Cllr Bowler to award a smaller grant of £500, this was declined with only 4 votes for and 7 against.

Initials: _____

A second proposal was put forward by Cllr Bensley and seconded by Cllr Thorp for the full amount of £950, to be paid in stages throughout the year.

It was agreed, by 7 votes for, 2 against and one abstention to approve the events grant application for a sum of £950, to be allocated in stages throughout the year: £350, £300, £300.

- 7.8 To receive and consider statutory guidance on local government investments, following the reduction of the £500,000 investment threshold to £100,000 from 1st April 2018 – and the necessity to develop an Investment Strategy.

The Town Clerk explained that this was a legislation change that resulted in the Town Council requiring an Investment Strategy, as the threshold of qualifying balances had been lowered to £100,000 from £500,000. The Council had always stated that if the sale of Days Field resulted in them increasing their balances, then they would put an Investment Strategy in place, now they have no choice in the matter, as the Council have to have an investment policy.

The Town Clerk recommended that an Investment Strategy was drafted for the Finance meeting in July 2018.

It was agreed for the Town Clerk to prepare a draft Investment Strategy for consideration at the Finance meeting in July 2018

- 7.9 To receive and consider a request to supply flags and flagpoles for the Royal wedding and Norfolk Day.

This had been agreed in principle previously by the Council, without any costings or information regarding numbers of flags that might be required. The Town Clerk requested further clarification from Council on what was required and a decision to be made.

After discussion it was proposed that 50 flags should be purchased, a mixture of St George, Union Jack and Norfolk Flags, with flag poles, to be given out once a permission form had been signed by relevant businesses who wanted the flags.

Cllrs Bartram and Allen agreed to liaise with regard to engaging businesses and obtaining permission slips.

It was agreed to purchased 50 flags, a mixture of St George, Union Jack and Norfolk Flags with flag poles to be given out once a permission form had been signed by relevant businesses who wanted the flags

8 Receive Correspondence or Information

8.1 General

- a) To receive and consider e-mailed correspondence with Barclays Bank regarding the proposed closure of their Swaffham Branch on 27th July 2018.

It was noted a meeting was planned for 16th May next week, to discuss the underlying reasons behind the closure and ways in which to mitigate the loss of the bank. This was not a public meeting.

- b) To receive and consider correspondence from Revd Canon Stuart Nairn regarding the closure of Swaffham Branch of Barclays Bank, with a copy of a letter sent to the Chairman of Barclays Bank.

It was noted a reply needed to go back to Revd Canon Stuart Nairn, following the meeting with Barclays on 16th May 2018.

- c) To receive and consider attendance at Norfolk SLCC Summer Conference on 15th June at Carrow Road, Norwich – closing date for bookings is 8th June.

Any Councillors interested in attending were asked to Town Hall office know.

- d) To receive and consider SLCC 2018 Regional Training Seminar on 11th July at the Holiday Inn, Norwich North – closing date for bookings is 13th June.

Any Councillors interested in attending were asked to Town Hall office know.

e) To receive and consider a request from Swaffham Museum researching Swaffham's military past, for a future military display and publication.

The Town Clerk advised he was not aware of anything held by the Town Council, although there may be information contained in previous minute books still held by the Council.

f) To receive and consider a negative response to a grant application to Norfolk Community Foundation, North Pickenham Windfarm Community Fund.

It was noted the response was very disappointing, as it referred to the Council's substantial income as a statutory organisation. There appeared to be a distinct lack of understanding between the Council's income and the need to tax the general public through the Council tax system. Grants are targeted towards smaller community groups; however, the application was to provide an event for the community. This means that the Town of Swaffham is placed at a disadvantage with this particular fund.

g) To receive and consider a Draft Data Protection Policy.

A draft Data Protection Policy was circulated by e-mail prior to the meeting and a hard copy circulated at the meeting.

It was recommended by the Town Clerk to approve the Policy to enable the Town Council to be compliant at the point where the GDPR regulations come into force later this month.

The Town Clerk advised the GDPR EU directive may be superseded by the Data Protection Act, as outlined in the Annual Meeting, at which point the necessity for a Data Protection Officer would be removed and a new Policy would be drafted accordingly.

It was agreed to accept the new Data Protection Policy as drafted
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8.2 **Breckland Council**

a) To receive and consider e-mail correspondence with Dylan Powles Customer Service Manager, and notes from a recent meeting with Officers and the Portfolio Holder regarding the Breckland Satellite Office.

The Town Clerk confirmed that a decision was awaited by Breckland in respect of the case made for one full day or two half-days each week for the satellite office.

The Town Clerk had had a telephone conversation with Sarah Barsby, one of the officers present at the meeting, who confirmed that the offer of free accommodation at the Town Hall was appreciated. She reiterated that a decision would be made prior to the office closing on 1st June and the Town Council would be informed ASAP.

The Leader of the Council, William Nunn made an announcement at the Cabinet meeting last week, that there was a possibility of an extended period of one year to meet the needs of vulnerable people caught up in the changeover period. There were no details of how this would be rolled out in the Towns affected of Attleborough, Swaffham and Watton.

The Town Clerk expressed thanks to the three Breckland Councillors for their support in the discussions.

8.3 **Norfolk County Council**

a) To receive and consider e-mailed correspondence with Toni Fernandez Graduate Engineer regarding the changes to Traffic Regulation Orders coming into force in mid-July 2018.

The Town Clerk shared the good news on the Traffic Regulation Orders and the changing of the signs etc. The Council would soon need to pay £5,000 towards the cost.

b) To receive and consider notification of a Temporary Traffic Order affecting Whitsands Road from its junction with Queen street to its junction with Princes Street (30th April – 18th May).

Notification of the temporary traffic order that runs to 18th May in Whitsands Road was noted by Councillors.

9 **Correspondence or Information**

A list of all other correspondence was noted - *Appendix 2*.

10. **COMMITTEE & WORKING GROUP reports:**

10.1 **Committees** (Planning, Personnel, Market & Open Spaces)

Initials: _____

- 10.2 Working Groups, Task Groups or Topic Groups (Twinning Liaison, Museum Liaison, Allotments, Partners, Neighbourhood Plan Steering Group, Christmas Lights, Swaffham/Watton Liaison) Neighbourhood Planning Steering Group - agreed an extra meeting on Friday 18th May 2018.

11. Reports by Representatives from Outside Bodies

Swaffham in Bloom – 2018 entry being looked at. So far it has been agreed to go with a red, white & blue colour scheme. No date for the judging had been set.
Cllr bowler highlighted a recent article in the Telegraph that mentioned the green Britain Centre as a place to visit.

Town Team – the first park run is planned for Saturday 26th May, 9.00a.m at the Nicholas Hamond Academy. There is a practice run planned for 19th & 20th May. The Community Garden is hoped to be up and running in time for Swaffham in Bloom judging day

12. Dates of forthcoming meetings and to receive any items for a future agenda:

Open Spaces Committee	Mon	14 th May	6.30pm	Council Chamber
NP Steering Committee	Tues	29 th May	10.00am	Council Chamber
Planning Committee	Tues	29 th May	1.30pm	Council Chamber
Relief in Need Charity	Mon	21 st May	6.45pm	Council Chamber
FULL COUNCIL	Wed	13 th June	6.30pm	Council Chamber

13. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

Confidential Business following the exclusion of the public and press

- 13.1 To receive and consider any staff related issues from the Personnel Committee.

Cllr Wendy Bensley Reported the Personnel Committee had met on the 16th April and went through all the normal issues, such as staff meetings, timesheet analysis and agreeing minutes from the previous meeting etc.

The Committee went through all the details regarding the proposed joint post with Watton Town Council, currently recruiting for a Project Support Officer. It was decided that the Town Clerk and one Councillor from each town would make up the interviewing panel. A Draft Service Level Agreement was signed off by the Personnel Committee, Watton Town Council would sign this off prior to the appointment being made.

Job Update - 28 applications had been received for the Project Support Officer post. The closing date is Wednesday 23rd May and interviews were planned for Thursday 31st May, at Swaffham.

The Town Clerk informed the Committee of an on-going situation with an employee, who is currently not at work. It was agreed to proceed with a Protected Conversation and a verbal agreement has subsequently been reached.

- 13.2 To receive and consider correspondence from Ward Gethin Archer and the transfer details of land surrounding the Buttercross.

All documents were circulated and were in order.

It was agreed to proceed to completion with the transfer of land surrounding the Buttercross.

- 13.3 To receive and consider estimates for the replacement of Carpet Tiles at the Town Hall i.e. Offices and Council Chamber.

The Town Clerk outlined proposals to change the carpets in the Town Hall and paint the offices and Chamber Room. The Town Clerk confirmed this work was last done 13 years ago and the carpets were looking tired and worn, a budget had been set aside for the Autumn as part of ongoing asset management.

After lengthy discussion it was proposed that Cllrs Bartram and Allen would obtain quotes for second hand carpets for consideration.

Initials: _____

It was agreed to defer the decision and await quotes for second hand carpets from Cllrs Bartram and Allen and the matter was deferred to a future meeting

- 13.4 To receive and consider latest correspondence from Mike Horn, in-house solicitor at Breckland Council in relation to the Deed of Variation for Millngate Ltd Section 106 agreement
It was reported that the Council were waiting for Tesco to sign the draft deed of variation – all other parties are in agreement.

The meeting closed at 9.45pm

Mayor.....

Swaffham Town Council - Accounts for May 2018						7.1
No	Payment	Name	Details	Price	VAT	Total
Paid - 1st-9th May 2018 Town Council meeting						
37	BACS	Legends	Catering for Mayors Civic Reception - Apr 18	£ 750.00	£ -	£ 750.00
38	BACS	Howes Percival	Days Fields professional charges	£ 5,000.00	£ 1,000.00	£ 6,000.00
39	CARD	Archant	Job Advert - Project Support Officer	£ 480.00	£ 96.00	£ 576.00
40	CARD	DVLA	Road Tax - AJ63 LXN	£ 252.50	£ -	£ 252.50
41	d/d	Public Works Loan Board	Loan Repayment - a/c 494979	£ 1,219.28		£ 1,219.28
42	d/d	SSE Southern Electric	Town Hall - Gas - Q1 2018/19	£ 854.29	£ 170.85	£ 1,025.14
43	d/d	SSE Southern Electric	Town Hall - Electricity - Q1 2018/19	£ 985.83	£ 49.29	£ 1,035.12
44	d/d	SSE Southern Electric	Cemetery Chapel - Electricity - Mar 18	£ 34.38	£ 1.71	£ 36.09
45	300205	ESCAPE	Mayors Charity - Civic Reception fundraising	£ 480.00	£ -	£ 480.00
46	Card	Lloyds Bank	Corporate Card - Monthly Fee - Apr 2018	£ 3.00	£ -	£ 3.00
47	Card	WorldPay	Monthly Pymt chgs - Apr 18	£ 5.09	£ 0.02	£ 5.11
Sub Total				£ 10,064.37	£ 1,317.87	£ 11,382.24
To be authorised and paid - post 9th May 2018 Town Council meeting						
48	BACS	Net Salaries	Town Council	£ 15,252.11	£ -	£ 15,252.11
49	BACS	Inland Revenue	Tax & National Insurance	£ 4,475.53	£ -	£ 4,475.53
50	BACS	Norfolk Pension Service	Superannuation	£ 4,754.19	£ -	£ 4,754.19
51	d/d	Breckland Council	Town Hall - Rates Market - Rates Cemetery - Rates Public Toilet - Rates	£ 1,008.00 £ 392.00 £ 182.00 £ 333.00	£ - £ - £ - £ -	£ 1,915.00
52	d/d	Immervox (Apr 2018)	Large Office - User Groups Phone 336953 Small Office - User Groups Phone 336954 Town Council - Fax & Broadband 720469 Museum - Telephone 721230 Town Council - Telephone 722922 Town Council - Alarm 724968	£ 12.84 £ 11.52 £ 48.18 £ 22.37 £ 35.61 £ 13.00	£ 2.57 £ 2.30 £ 9.64 £ 4.47 £ 7.12 £ 2.60	£ 172.22
53	300207	Swaffham Town Council	Petty Cash	£ 78.40	£ -	£ 78.40
54	BACS	Anglian Chemicals	Public Toilets general supplies	£ 5.02	£ 1.00	£ 6.02
55	300206	Ben Burgess	General outside maintenance supplies	£ 17.64	£ 3.53	£ 21.17
56	BACS	Breckland DC	Annual small society lottery fee	£ 20.00	£ -	£ 20.00
57	BACS	Britton painting & decorating	Merryweather play area	£ 1,977.00	£ 395.40	£ 2,372.40
58	BACS	Cooleraid	Annual Water Cooler maintenance - 2 machines	£ 50.00	£ 10.00	£ 60.00
59	BACS	HDC International	Information board - replacement graphic panel	£ 314.12	£ 62.82	£ 376.94
60	BACS	Iceni Partnership	Swaffham in Bloom subscription - 50% cost	£ 50.00	£ -	£ 50.00
61	BACS	Iceni Partnership	NP - Assembly Room hire 17/4	£ 53.13	£ 10.63	£ 63.76
62	BACS	Lyreco	Stationery supplies	£ 85.65	£ 17.13	£ 102.78
63	d/d	Netmatters	Monthly IT Support package - May 18	£ 254.50	£ 50.90	£ 305.40
64	BACS	Nicola Barnes	HR Services - Mar 18 + visit 15/3	£ 156.60	£ -	£ 156.60
65	BACS	Playmaintain Ltd	Rec Ground wet pour repairs, u8's	£ 3,955.00	£ 791.00	£ 4,746.00
66	BACS	SLCC	Training - Finance & AGM - Town & Deputy Clerk	£ 50.00	£ -	£ 50.00
67	BACS	T K Drakes	General supplies	£ 2.91	£ 0.58	£ 3.49
68	BACS	T K Drakes	Cemetery workshop - electric installation	£ 919.40	£ 183.88	£ 1,103.28
69	BACS	Travis Perkins	General outside maintenance supplies	£ 2.54	£ 0.51	£ 3.05
70	BACS	Veolia	Waste Collection - Apr 18	£ 127.72	£ 25.54	£ 153.26
Sub Total				£ 44,724.35	£ 2,899.49	£ 47,623.84
Late Bills - received after agenda issued						
71	BACS	Cooleraid	Bottled Water x2	£ 7.90	£ 1.58	£ 9.48
72	BACS	ATS	Mower Tyre repair	£ 12.70	£ 2.54	£ 15.24
73	BACS	CGM	Grounds Maintenance	£ 132.00	£ 26.40	£ 158.40
74	CARD	Mole County Stores	Hurdles for sheep fair	£ 307.29	£ 61.46	£ 368.75
75	BACS	TTSR	Grave digging	£ 720.00	£ -	£ 720.00
76	BACS	N Barnes	HR April	£ 135.00		£ 135.00
77	BACS	Compass Point	NP Policy development and review	£ 667.00	£ 133.40	£ 800.40
78	BACS	Drakes	Public Toilets faults in hand wash units	£ 592.45	£ 118.49	£ 710.94
79	BACS	R K Resprays	Annual service - AJ63 LXM	£ 82.37	£ 16.47	£ 98.84
80	BACS	E Harrison	NP Sustainability appraisal and scoping report	£ 1,920.00		£ 1,920.00
81	BACS	KLFM	Market advertising	£ 472.00	£ 94.40	£ 566.40
TOTAL				£ 47,298.69	£ 3,243.36	£ 53,127.29
Bank Transfers						
82	Transfer	Unity Trust Bank	From deposit to current - cover pymts			£ 41,000.00
Summary of Income - April 2018 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)						
03-Apr-18	Cash Analysis	Cash & Cheques taken over the counter				£ 195.31
06-Apr-18	Cash Analysis	Cash & Cheques taken over the counter				£ 4,667.49
11-Apr-18	Cash Analysis	Cash & Cheques taken over the counter				£ 500.64
18-Apr-18	Cash Analysis	Cash & Cheques taken over the counter				£ 1,677.59
25-Apr-18	Cash Analysis	Cash & Cheques taken over the counter				£ 2,412.32
Total Additional Income received by BACS - including precept - £201,083.50						£ 212,772.60
TOTAL						£ 222,225.95
Items of expenditure to be reclaimed						
Age Concern		Salary		£ 3,168.50	£ 4.80	£ 3,173.30
Breckland Council		Large Office - User Groups Phone 336953		£ 12.84	£ 2.57	£ 15.41
Museum		Museum - Telephone 721230		£ 22.37	£ 4.47	£ 26.84
Sues News		Electricity -		£ 51.19	£ 10.24	£ 61.43
ESCAPE		Mayors Charity collection		£ 480.00	£ -	£ 480.00
TOTAL				£ 3,203.71	£ 11.84	£ 3,215.55

Initials: _____

LIST OF CORRESPONDENCE – May 2018

General

- a) Email – Icen Rural Writers
- b) Email – ShopAppy - Swaffham launch & correspondence
- c) Email – Planning Policy DC11 – outdoor playing space
- d) Email – Guidance re hedgerows
- e) Email – Open Spaces committee Terms of Reference enquiry
- f) Email – SLCC news bulletin
- g) Email – Neighbourhood Plan – various correspondence
- h) Email – Potholes enquiry
- i) Email – Beat Retreat risk assessment enquiry
- j) Email – Neighbourhood Plan
- k) Email – Barclays Banks closure correspondence
- l) Email – Sheep Fair – Response from Clarence House
- m) Email – Sues News signage request
- n) Email – Town Assembly agenda guidance
- o) Email – Neighbourhood Plan draft timetable
- p) Email – Redlands development - concerns
- q) Email – Planning Application 3PL/2017/1487/O – objection
- r) Email – SCALGA proposals
- s) Email – Dog bin requests
- t) Newsletter – Norfolk Playing Fields Association (NPFA) newsletter
- u) Flyer – GDPR guidance
- v) Email – NALC Chief Executives Bulletin
- w) Email – Norfolk ALC Newsletter
- x) Email – Neighbourhood Plan – public consultation output

Breckland Council

- y) Email – Planning enforcement guidance for the Planning Committee
- z) Email – ShopAppy Launch – thank you
- aa) Email – Swimming Pool meeting
- bb) Email – Swimming Pool – 2006 Outline planning application 3PL/2006/0457/O
- cc) Flyer – EHTC Consultancy Pest Control
- dd) Email – Buttercross works consent
- ee) Email – Swimming Pool site access

Norfolk County Council

- ff) Website enquiry - Brandon Rd roundabout concern
- gg) Website enquiry – Station Street parking concern
- hh) Website enquiry – London St parking & loading bay concerns

Police

- ii) Report – Crime Updates – Feb & Mar 18